



China Spring Middle School
7201 North River Crossing China Spring, TX 76633
Lath Boykin, Principal
Brittany Brown, Assistant Principal
Brooke Barteo, Counselor
Phone: (254)836-4611 FAX: (254)836-4777

The following document outlines the 2020-2021 back to school instructional plan for China Spring Middle School. As public health and public official guidance is changed over time, this document may be changed or adapted; it may also be adapted by the campus or district administration as the need arises. For the purpose of this document, the word *transitions* is described as any activity where students are moving from one location of the building to another and in areas including but not limited to hallways, restrooms, gyms.

INTRODUCTION	2
REMOTE/VIRTUAL LEARNING	2
ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING	3
OTHER SERVICES	3
COUNSELING SERVICES	3
Special Programs	3
Food Services	3
FACE-TO-FACE/IN-PERSON LEARNING	4
DAILY SAFETY PROCEDURES AND PROTOCOLS	4
Beginning the Day	4
Transportation	4
During the Day	5
All Passing Periods	5
All Other Transitions	6
Lunch Periods	6
Other Safety Measures:	6
Campus/Parent COVID PROTOCOL:	7
Students or Staff showing COVID-19 Symptoms	7
Individuals Confirmed or Suspected with COVID-19	8
Visitors on Campus:	9
COVID-19 Symptoms	9
End of the Day	9
MORNING STUDENT DROP OFF	10
AFTERNOON STUDENT PICK-UP	11

INTRODUCTION

China Spring ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a remote instructional setting. China Spring ISD will offer remote/virtual and face-to-face instruction for all students for the 2020-21 school year.

Below outlines the China Spring Middle School instructional model for both the remote/virtual learning model as well as the face-to-face/in-person learning model for the 2020-2021 school year.

*China Spring Middle School will not have a meet the teacher night this year in person. Teachers will record and post videos introducing themselves and showing their classrooms in Schoology.

REMOTE/VIRTUAL LEARNING

Below are bullet points that help describe the remote/virtual instruction and requirements:

Students will receive *Asynchronous Instruction in all areas in most cases.

*Asynchronous instruction refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with formative assessments on the learning management system (LMS). China Spring ISD uses Schoology as their LMS. Students may also watch pre-recorded videos of instruction with guided support, work on assigned lessons through Newsela, and/or other instructional activities assigned.

- Teachers will post lessons, videos, and activities on Schoology (LMS) and students will complete work independently.
- Regular grading policies apply.
- Students are required to complete daily assignments.
- Scheduled tutorials and interventions will be established.
- Teachers will establish mandatory, synchronous touchpoints as needed.
- Daily progress on assignments in the LMS is required to be counted present every school day.
- Regular grading policies apply.
- 7th and 8th grade students are required to log 240 minutes a day to engage in learning.

ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING

STUDENTS	PARENTS/ GUARDIANS
<ul style="list-style-type: none"> ● Follow the designated schedule communicated by the home campus to attend class during synchronous times or touch points during asynchronous learning. ● Complete daily asynchronous activities and assignments. ● Participate daily in scheduled learning activities, including intervention and tutorials. ● Use proper etiquette during online learning ● Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. ● Turn in school work daily and/or at the direction of the assigned teacher. ● Show up to synchronous instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class. 	<ul style="list-style-type: none"> ● Monitor and ask for evidence that your child is on track with assignments and coursework. ● Check your student's Schoology page for assignments and progress. ● Provide your child with assistance on their day-to-day activities with the exception of designated independent work. ● Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus. ● Create a designated learning space for your child at home to learn comfortably. ● Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership. ● Allow your child to struggle; it is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

OTHER SERVICES

COUNSELING SERVICES

Middle School Counselors will:

- Be available to meet with students receiving remote/virtual instruction as well as in-person instruction through face to face, phone, or zoom conferences.
- The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the campus counseling resources webpage.

Special Programs

We are working on a number of plans, but a lot depends on how many and which students in special programs are opting for online learning. Parents should rest assured that we are committed to implementing every child's plan to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will come together and arrive at workable solutions in the best interest of the child.

Food Services

Families who select remote instruction may pick up breakfast and lunch at one designated site to be determined by August 15th. Watch for the announcement on the district website and from campus principals.

FACE-TO-FACE/IN-PERSON LEARNING

The key to returning to successful, sustained in-person instruction will be our commitment to the health and safety guidelines (below). In-person instruction will resume on August 19th. Students will follow regular schedules and course assignments. The in-person instruction schedule will be run like any other school day prior to COVID-19 with the exception of several safety measures.

Below are bullet points that help describe the in-person instruction and requirements:

- Per the Texas Education Code students must attend 90% of the semester/school year to receive credit for the course/grade level. The code remains in effect for the 2020-2021 school year.
- Student attendance may be earned through in-person or virtual instruction. However, daily activities & minimum minutes are required of both in-person and virtual learning.
- If a parent chooses for their student to be on campus at in-person instruction, they may at some point choose for them to move to on-line instruction. That is allowed, but the student must remain in on-line instruction until the end of that grading period. If a parent chooses for their student to start school in on-line instruction, then they change their mind and want them to be on campus with in-person instruction, they will remain on-line until the end of that grading period before they can move to in-person. **See grading period time frames and deadlines.
- Students attending in-person instruction must follow the CSMS Daily Safety Procedures and Protocols as outlined by campus administration.

DAILY SAFETY PROCEDURES AND PROTOCOLS

The key to returning to successful, sustained in-person instruction will be our commitment to the health and safety guidelines (below). In-person instruction will resume on August 19th. Students will follow regular schedules and course assignments. The in-person instruction schedule will be run like any other school day prior to COVID-19 with the exception of several safety measures. Below are bullet points that help describe the in-person daily safety procedures and requirements:

Beginning the Day

Transportation: Parents and guardians are strongly encouraged to drop off their children at school rather than utilize the bus system in order to reduce close contact.

- Hand sanitizer stations will be located on every bus.
- Buses will be sanitized prior to the beginning of/after each route.
- Students are required to wear a mask on buses and during transitions.
- When possible, bus windows will be down for increased air flow.

7:15A: Students are allowed to enter the school building

- Upon entering the building, all students must be wearing a mask/shield.
- Upon entering the building, all students must utilize the touchless hand sanitizer at the front entrance.
- Students eating breakfast will immediately go through the serving line and be seated in the cafeteria.
- There will be a clear solid barrier placed down the middle of the cafeteria tables to allow students to sit across from each other and then 6' spacing will be utilized for students sitting next to each other.
- Students not eating breakfast will go to the gymnasium and be seated in their assigned sections.
- Parents/guardians are encouraged to drop off students NOT eating breakfast as close to 7:55A as possible.

7:30A-7:55A: Students entering or inside the school building will report to their PRIDE period

- PRIDE Period = 1st period classroom
- Breakfast will still be served until 8AM for those entering the building between 7:30-8:00A.

During the Day

8:00A: Tardy bell rings - all students should be present in their first period classrooms

All Passing Periods: Each passing period will be 6 minute in total

- All students and staff must wear face masks/shields at all times during the full transition period.
- 8th Graders will be released and have the first 3 minutes of the passing period to transition.
- 7th Graders will be released and have the last 3 minutes of the passing period to transition.
- When transitioning between classes, students will travel corridors as far to the right as possible.

All Other Transitions: Regardless of the Governor's order regarding masks, students and staff will be required to wear masks/shields during transitions in hallways as well as on buses, or anywhere that social distancing is not possible, or as directed by administration.

Lunch Periods: to allow for maximum social distancing, both the cafeteria and gymnasium will be utilized

- During each six weeks, students will choose and then be required to maintain their selected seat per grading period.
- Students will be released by table to go through the lunch line.
- Masks/shields must be worn while students transition to and through the lunch line(s) - once seated with meals, students may remove their masks/shields.
- Students will be dismissed by table to their next period.
- Parents are allowed to drop off lunches no more than 15 minutes prior to students lunch and must use the grade level cart provided.

Other Safety Measures:

- Every area of the school building will be disinfected with a Victory Electrostatic Sprayer each day.
- Every classroom will be equipped with a hand sanitizing station to be utilized as you enter and exit the classroom. Students and staff will be encouraged to sanitize their hands often.
- Excess items will be removed from classrooms to allow for maximum spacing
- Staff will be provided with sanitizing wipes and disinfecting spray to utilize in high touch areas.
- Water fountains will be closed to everyone. Students will be allowed to bring a clear water bottle and campuses equipped with water bottle filling stations will remain open.
- Space permitting and when possible, teachers will be allowed to teach outdoors in the open air flow.
- Classroom doors must remain opened at all times during the school day to minimize contact points.
- UV Lights will be available for disinfecting all shared technology and resources.
- Individual students lockers will be assigned on an as needed basis only.
- Books checked out through the library will be quarantined for one week prior to being recirculated.
- School supplies will not be shared among students whenever possible. Parents and guardians are encouraged to communicate regularly with their students to ensure that students have personal school supplies (pencils, notebooks, and the like).
- Students will have assigned seating in every classroom each school day.
- During instructional time, teachers will provide whole class instruction following social distancing guidelines.

- During instructional time, students will wear a mask when unable to social distance.
- When independent instruction is needed, teachers will utilize PPE for the safety of both students and staff.
- All assignments submitted in hard copy will be quarantined for a minimum of 24 hour.
- All UIL extracurricular activities will follow the requirements on the UIL website at www.uil texas.org. Private lessons by outside individuals will not be allowed on campus.

Campus/Parent COVID PROTOCOL:

All faculty and staff members are required to self-screen for COVID-19 symptoms before coming to school each day. This will include taking their own temperatures. Faculty and Staff must report to their campus principal or the superintendent if they themselves have COVID-19 symptoms or have been lab-confirmed with COVID-19. If they have symptoms or have a positive lab test they are required to remain off campus until they meet the re-entry criteria. Additionally, they must report to their campus principal or superintendent if they have had “close contact” with an individual with a lab-confirmed positive COVID-19 test. *(Close contact with an individual with a lab-confirmed positive COVID-19 test is defined by a. being directly exposed to infectious secretions, such as being coughed on or sneezed on while not wearing a face mask or face shield; or b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a face mask or a face shield.)*

- Parents must ensure they do not send their student to school on campus if the student has COVID-19 symptoms, is lab-confirmed with COVID-19, or has come into “close contact” with an individual who is lab-confirmed positive for COVID-19. Parents should contact the school immediately to switch to online instruction. After the student meets the re-entry criteria, they will be allowed to re-enter in-person instruction.
- Schools will screen all visitors for COVID-19 symptoms, lab-confirmed positives for COVID-19, and those that have come in “close contact” with a lab-confirmed individual with COVID-19. All visitors meeting any of those conditions must remain off campus until the re-entry criteria is met.

Students or Staff showing COVID-19 Symptoms

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when the student needs to be sent home.
- Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student’s parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

- District and/or campus communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.

Individuals Confirmed or Suspected with COVID-19

- Any individual who themselves are: a) lab-confirmed to have COVID-19; or b) experience the symptoms of COVID-19 must stay home throughout the infection period and cannot return to campus until the school system screens the individual to determine if the re-entry conditions have been met.
- In the case of an individual who was lab-confirmed with COVID-19, the individual may return to school when all three criteria below have been met.
 - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - The individual has improvement in symptoms (such as shortness of breath, cough, etc.) and
 - At least 10 days have passed since symptoms first appeared.
- In the case an individual who has symptoms that could be COVID-19 and who has not been evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to campus until the individual has completed the same three-step criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note
- Clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Schools will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by the parent or guardian. The areas the student was in will be immediately disinfected.
- If an individual who has been at school is lab-confirmed to have COVID-19, the school will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of ADA and FERPA.
- The school will also notify all faculty, staff, and families of all students of the campus if the campus has a lab-confirmed positive case.

Visitors on Campus:

- All parents/visitors will be screened for COVID-19 symptoms and temperature checked upon entering the building. Visitors/Watch Dogs/PTA will be restricted until the health concerns dissipate.

- Parents/guardians are allowed to meet with students, teachers, and administrators by appointment/availability only while passing appropriate screeners in accordance with the TEA public health guidance.
- Until the health situation and concerns are better, all parents/guardians/etc. will not be allowed to eat lunch with their student. We will send home communication when it is allowed.
- ARD meetings, 504 meetings, and parent conferences will be held virtually when possible. The format for parent/teacher conference day will be decided upon at a later date.

COVID-19 Symptoms: In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

- Have they recently begun experiencing any of the following in a way that is not normal for them? Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

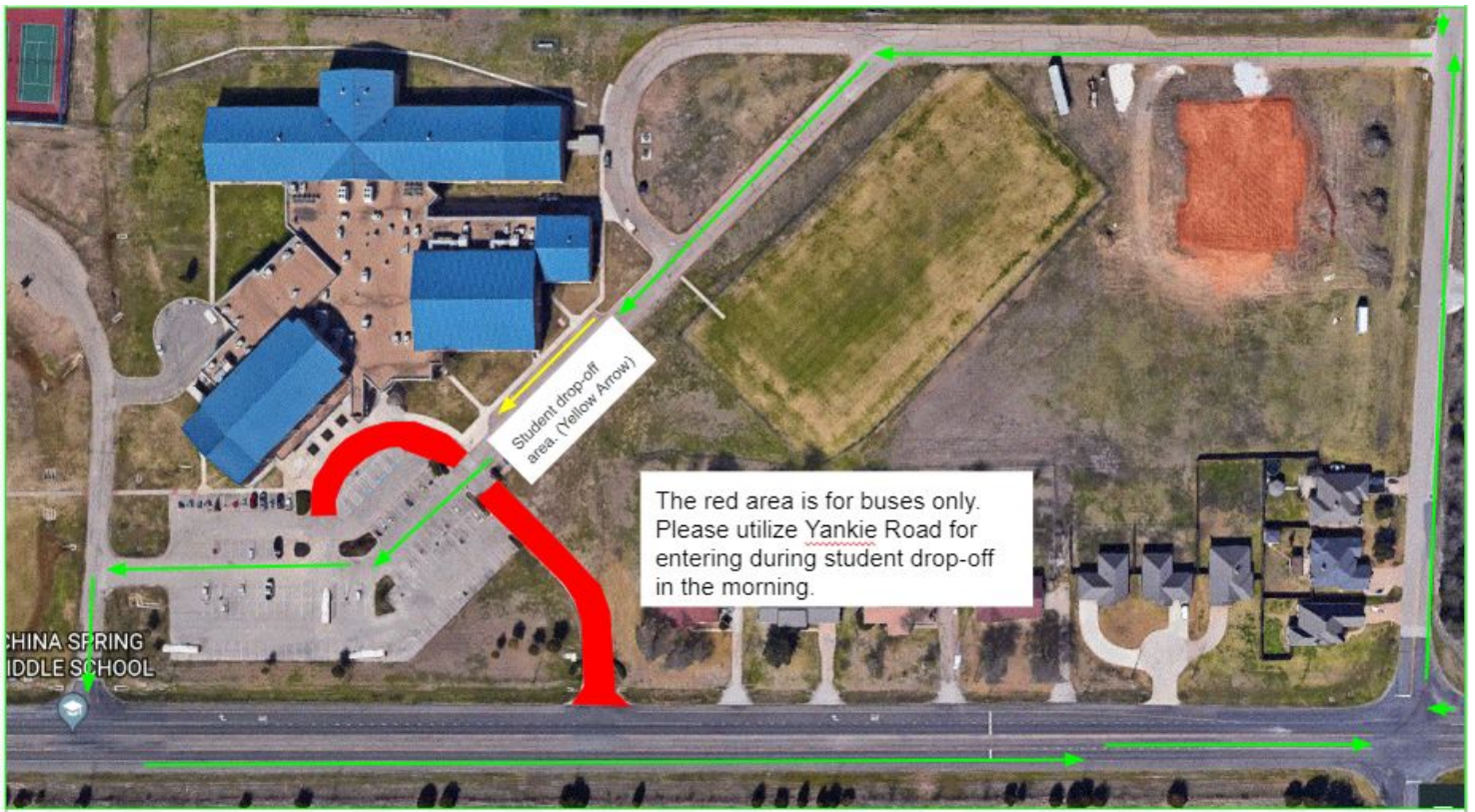
End of the Day

3:34P: Bell rings to dismiss all students

- Students and staff are expected to wear masks/shields while exiting the building and are encouraged to use the sanitization stations before exiting.
- Bus riders exit through the front of the building
- Car riders exit through the circle drive/near the administration building/Yankie Rd.

**CSMS will follow all Governor and public health guidance regarding school procedures and safety guidelines and mask orders; however, regardless of the lapse of the mask orders, students and staff will be required to wear face masks that cover nose and mouth during all passing periods, transitions, while on busses, and where social distancing is not available. Campus administration has discretion in enforcing all safety procedures and protocols.

MORNING STUDENT DROP OFF



- If possible please drop your student off as close to 8:00am as possible. We understand that you may need to get to work and have other students drop-off, so if this is not possible it is understandable.
- Please DO NOT drop your student off at the front doors of the campus. We utilize this area for buses to unload during the morning.
- This is also a cell phone free zone and will be enforced by law enforcement.

AFTERNOON STUDENT PICK-UP

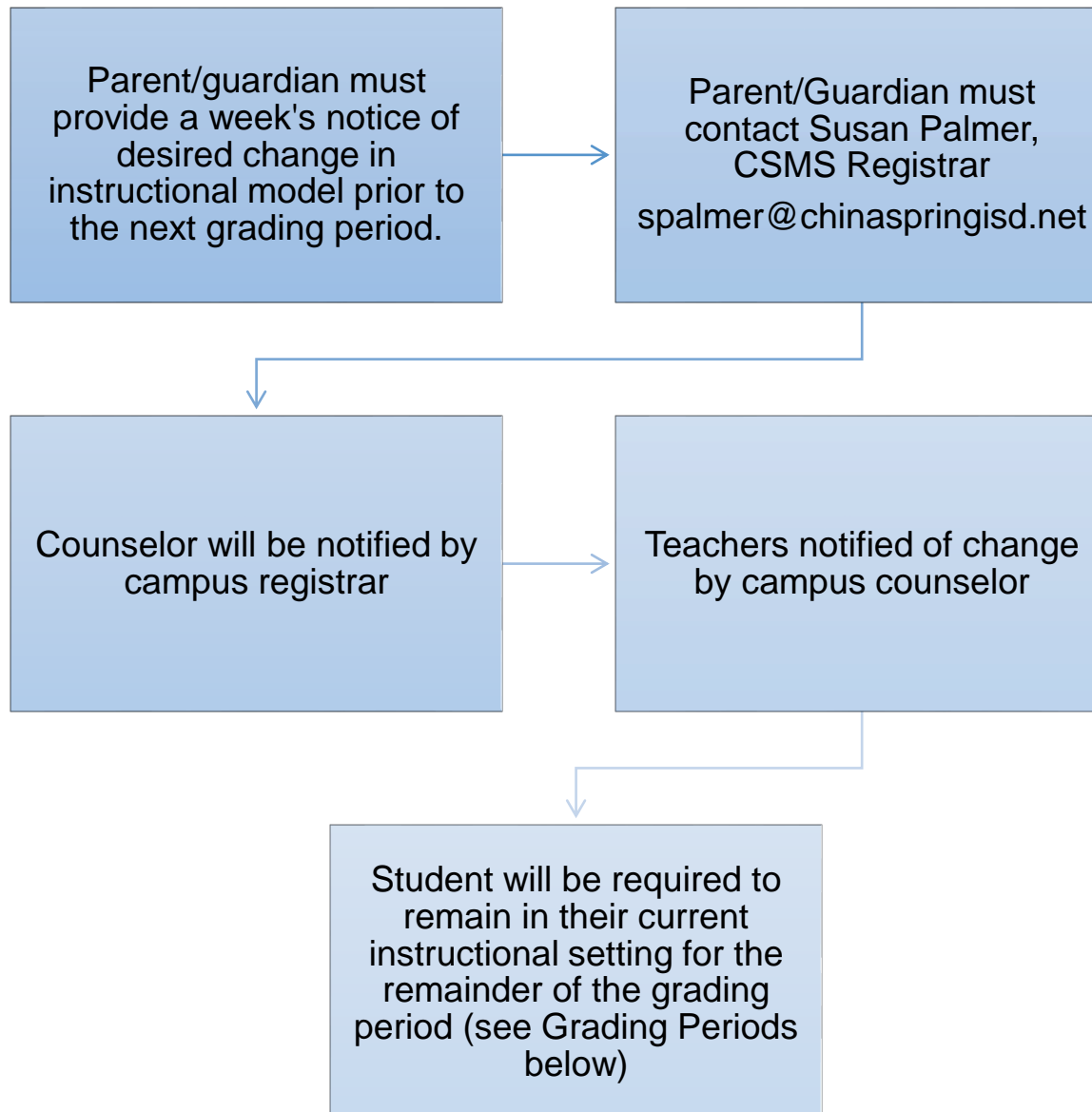


- All students that are picked up via car will exit the building on the northside circle drive.
- Please utilize Yankee Road for entering and exiting the student pick-up area.
- DO NOT pick your student up from the front parking area. We have buses entering and exiting this area and it could be unsafe for your student.
- Our parents were able to load last year and be out of the circle drive in a short amount of time. Please be patient and pay attention when pulling between the parked cars.
- This is also a cell phone free zone and will be enforced by law enforcement.



China Spring Middle School

Communication Framework for Changing Student's Instructional Setting (From Online to In-Person Instruction)





China Spring Middle School

Communication Framework for Changing Student's Instructional Setting (From Online to In-Person Instruction)

